

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
FLEET PROGRAM OFFICER**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions that perform a combination of program administration activities related to fleet operations in the Department of Transportation, the Department of Natural Resources, the Department of Administration, the Department of Corrections, and the University of Wisconsin Madison Campus. Positions allocated to this classification are located in agencies or campuses with a large, decentralized, owned and leased fleet and have a variety of vehicle types such as cars, light and heavy-duty trucks, construction vehicles, buses, and various specialized vehicles, that may be owned or leased. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional positions which perform program management, program and policy development, operations management, and fleet safety, for a large, decentralized, owned and leased fleet, in a major state agency or major university campus. Positions allocated to this classification are the primary liaison to the Department of Administration Fleet Manager for enterprise and agency fleet issues and solutions. Positions may supervise positions in support of the agency fleet program, although supervisory responsibilities are not necessary in order for a position to be classified as a Fleet Program Officer.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which are engaged in fleet activities for a majority of the time but are not responsible for the direction of an agency or campus fleet program, and are more appropriately classified as a Fleet Operations Coordinator, Fleet and Property Specialist, or other related classification.

2. Positions which are not located in a major state agency or campus with a large, decentralized, owned and leased fleet such as the Department of Transportation, the Department of Natural Resources, the Department of Corrections, the Department of Administration, and the University of Wisconsin Madison Campus.
3. Positions which are located in the Department of Administration that oversee statewide transportation services and are more appropriately classified as Enterprise Program Section Chief.
4. Positions which provide first line supervision for fleet support staff, but do not have responsibility for the overall agency administration of the fleet program and are more appropriately classified as Central Fleet Supervisor.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

FLEET PROGRAM OFFICER

Positions are directly responsible for the fleet program at the agency or campus level and serve as the primary liaison to the Department of Administration and work collaboratively with other major agencies in all areas related to fleet and fleet management for enterprise and agency solutions. Positions make independent decisions in relation to fleet program management. Positions are primarily responsible for performing any combination of the following: provide leadership, guidance, and management for all aspects of the fleet program and operations for the agency; work collaboratively with other major agencies for best practices for fleet program areas; develop agency specific policies and procedures related to fleet management; oversee and direct vehicle acquisition, replacement, and disposal of owned and leased vehicles as well as registration, titling, and recalls; oversee and direct vehicle specification development, maintenance, and repair of vehicles; integrate various electronic information systems with a number of mechanical systems and physical assets; oversee, direct, and support the development, implementation, administration, and integration of Fleet Anywhere, STARS, Wright Express, PHH, ARI, or other management information systems; oversee orientation and training of fleet employees which may include direct reports as well as fleet coordinators in decentralized locations; direct and oversee the fuel card program in the agency; prepare fleet biennial budget and administer annual operating budget; monitor and evaluate work plans; manage and coordinate the fleet loss control program and owned and leased vehicle claims; develop, implement, and monitor CDL, Drug Testing, and Van Drivers programs; provide training to address areas of need to reduce injuries, property claims, and costs; represent the department on the State Fleet Managers Council; and other activities necessitated by and associated with the fleet program for the agency or campus. The work is performed under the general administrative supervision of higher-level managers within the agency.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 2, 2002 and announced in Bulletin MRS-SC-140 as a result of a cooperative effort by major agencies to coordinate fleet activities and create consistency in classification decisions. These positions were previously classified in agency specific classifications or were newly created positions at the time the specification was developed.

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